



BALTIMORE COUNTY
OFFICE OF CENTRAL SERVICES
Records Management Division

SCHEDULE NO.
C-712

PAGE NO.

1 of 2

RECORDS RETENTION AND DISPOSAL SCHEDULE

EXECUTIVE OFFICE

MINORITY AFFAIRS COMMISSION

AGENCY

DIVISION

ITEM NO.	DESCRIPTION	RETENTION
	THIS SCHEDULE SUPERCEDES SCHEDULE C-573	
1.	GENERAL CORRESPONDENCE Subject arrangement of original incoming letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.
2.	UNOFFICIAL PERSONNEL FILES Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.	Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two (2) years after termination, then destroy.
3.	LEAVE AND TIME SHEETS This file contains office copies of employees annual leave and daily time recordings.	Retain for one (1) year, then destroy.

SCHEDULE APPROVED BY
RECORDS MANAGEMENT OFFICER

4-15-93 *Gerald A. Turner*
DATE SIGNATURE

SCHEDULE APPROVED BY
COUNTY ADMINISTRATIVE OFFICER

4/19/93 *M. W. E. K.*
DATE SIGNATURE

SCHEDULE APPROVED BY
AGENCY, OR DIVISION REPRESENTATIVE

4-13-93 *John P. Kero*
DATE SIGNATURE

SCHEDULE APPROVED BY
STATE ARCHIVIST

MAY 1 *Edward C. Saperstein*
DATE SIGNATURE



RECORDS RETENTION AND DISPOSAL SCHEDULE
(CONTINUATION SHEET)

SCHEDULE NO.

C-712

PAGE NO.

2 of 2

ITEM NO.	DESCRIPTION	RETENTION
4.	BUDGET RECORDS Annual Budget Submissions Monthly Budget printouts Workpapers	Retain annual submissions for five (5) years, then destroy. Retain all other papers for two (2) years, then destroy.
5.	GENERAL ACCOUNTING RECORDS Files contain office copies of: Goods Received Memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.	Retain for three (3) years, then destroy.
6.	SPECIAL ACCOUNTING RECORDS Audit Reports (Internal or external, financial or program).	Retain one (1) copy permanently for eventual transfer to the State Archives.
7.	FIXED ASSETS FILE Fixed asset printouts (including vehicles) IRA forms (office copy) Lost/stolen forms (office copy) Surplus forms (office copy) Transfer forms (office copy)	Retain fixed asset printout for one (1) year, then destroy. Retain all other completed forms for three (3) years, then destroy.
8.	PUBLICATION HISTORY FILE This file contains one (1) copy of each publication produced by the agency.	Retain permanently for eventual transfer to the State Archives.
9.	CASE FILES These files are arranged alphabetically by project/event name. They contain but are not limited to all related correspondence, notes, plans, etc. related to each Minority Community project, program, or event.	Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.

INSTRUCTIONS--TYPE OR PRINT A SEPARATE FORM FOR EACH NEW OR REVISED RECORD SERIES. FORWARD WITH RECORDS RETENTION SCHEDULE (DGS 550-1)

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 1 OF 9

1. DEPARTMENT/AGENCY

EXECUTIVE OFFICE

2. DIVISION

MINORITY AFFAIRS COMMISSION

3. UNIT

DEFINITION-RECORD SERIES- A GROUP OF RELATED RECORDS NORMALLY FILED AND USED AS A UNIT FOR REFERENCE AS WELL AS RETENTION AND DISPOSITION PURPOSES

4. RECORD SERIES TITLE

Administrative and General Correspondence

5. EARLIEST YEAR/LATEST YEAR

TO

6. RECORD SERIES DESCRIPTION (BRIEFLY DESCRIBE THE TYPES OF INFORMATION/DOCUMENTS/FORMS FOUND IN THE SERIES. INCLUDE THE PURPOSE OR FUNCTION OF THE SERIES)

Subject arrangement of original letters, copies of outgoing letters, memoranda, studies, reports, directives, policies and other materials related to the administration of the agency.

7. RECORD SERIES FORMAT(S)

- ☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER(SPECIFY)

8. RECORD SERIES SEQUENCE

- ☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☒ OTHER(SPECIFY)

Subject

9. VOLUME

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

1
NUMBER

10. ANNUAL ACCUMULATION

- ☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER(SPECIFY)

1
NUMBER

11. FILE IS USED

- ☐ DAILY ☐ WEEKLY ☐ MONTHLY

12. FILE BECOMES INACTIVE AFTER

- ☐ MONTH(S) ☐ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORD SERIES DUPLICATED ELSEWHERE?

- (IF YES, SPECIFY AGENCY OR OFFICE)
☐ YES ☐ NO

15. ACCESS RESTRICTIONS ☐ YES ☐ NO

(IF YES, CITE LAW(S) & REGULATION(S))

16. AUDIT REQUIREMENTS

- ☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (IF YES, EXPLAIN BRIEFLY AND DESCRIBE ANY HARDWARE/SOFTWARE)

- ☐ YES ☐ NO

18. RECOMMENDED RETENTION
Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.

19. NAME AND TITLE OF PREPARER

Nikki Roros

20. TELEPHONE NUMBER

887-5557

21. DATE

4-22-93

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 2 OF 9

1. DEPARTMENT/AGENCY
EXECUTIVE OFFICE

2. DIVISION
MINORITY AFFAIRS COMMISSION

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE
UNOFFICIAL PERSONNEL FILES

5 EARLIEST YEAR/LATEST YEAR
1988 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Files contain information on current employees. Files may contain but are not limited to copies of applications, annual reviews, reprimands and disciplinary actions, awards, doctor slips, accident reports, resumes, etc.

7. RECORDS SERIES FORMAT(S)
☒ LETTER SIZE ☐ MICROFILM
☐ LEGAL SIZE ☐ COMPUTER TAPE
☐ BOUND BOOK ☐ FLOPPY DISK
☐ AUDIO TAPE ☐ VIDEO TAPE
☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE
☒ ALPHABETICAL
☐ NUMERICAL
☐ CHRONOLOGICAL
☐ GEOGRAPHICAL
☐ OTHER (SPECIFY)

9. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)
1
NUMBER

10. VOLUME
☒ FILE DRAWER(S)
☐ MICROFILM REEL (S)
☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)
1
NUMBER

11. FILE IS USED
☐ DAILY ☐ WEEKLY ☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER
1 ☐ MONTH(S) ☒ YEAR(S)
NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?
☒ YES ☐ NO (If Yes, Specify Agency or Office)

Personnel

15. ACCESS RESTRICTIONS ☒ YES ☐ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS
☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
☐ YES ☒ NO

18. RECOMMENDED RETENTION
Screen annually and destroy that material no longer needed for current reference. Retain remaining items for two years after termination, then destroy.

9. NAME AND TITLE OF PREPARER
Nikki Roros

20. TELEPHONE NUMBER
887-5557

21. DATE
4-22-93

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 3 OF 9

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

EXECUTIVE OFFICE

MINORITY AFFAIRS COMMISSION

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

LEAVE AND TIME SHEETS

5 EARLIEST YEAR/LATEST YEAR

1988 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

This file contains office copies of employees annual leave and daily time recordings.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

☐ MONTH(S)

☐ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Finance / Payroll, Personnel

15. ACCESS RESTRICTIONS ☒ YES ☐ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Retain for one year, then destroy.

9. NAME AND TITLE OF PREPARER

Nikki Roros

20. TELEPHONE NUMBER

887-5557

21. DATE

4-22-93

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 4 OF 9

1. DEPARTMENT/AGENCY

EXECUTIVE OFFICE

2. DIVISION

MINORITY AFFAIRS COMMISSION

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

BUDGET RECORDS

5. EARLIEST YEAR/LATEST YEAR

1988 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Annual Budget Submissions
Monthly Budget printouts
Workpapers

7. RECORDS SERIES FORMAT(S)

☐ LETTER SIZE ☐ MICROFILM

☒ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☒ OTHER (SPECIFY)

FY

9. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)
☐ MICROFILM REEL(S)
☐ COMPUTER TAPE(S)
☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Budget Office

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Retain annual submissions for five years, then, destroy. Retain all other papers for two years, then destroy.

19. NAME AND TITLE OF PREPARER

Nikki Roros

20. TELEPHONE NUMBER

887-5557

21. DATE

4-22-93

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 5 OF 9

1. DEPARTMENT/AGENCY

2. DIVISION

3. UNIT

EXECUTIVE OFFICE

MINORITY AFFAIRS COMMISSION

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

GENERAL ACCOUNTING RECORDS

1988 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Files contain office copies of:

Goods received memoranda, billing invoices, expense/travel reports, requisitions, petty cash vouchers, mileage reports, direct payment forms, paid bills, ticket books, purchase orders, deposit slips, receipt books, etc.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

☐ MONTH(S)

☒ YEAR(S)

NUMBER

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Finance/Payroll (Disbursements)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Retain for three years, then destroy.

19. NAME AND TITLE OF PREPARER

Nikki Roros

20. TELEPHONE NUMBER

887-5557

21. DATE

4-22-93

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 6 OF 9

1. DEPARTMENT/AGENCY
EXECUTIVE OFFICE

2. DIVISION
MINORITY AFFAIRS COMMISSION

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

5. EARLIEST YEAR/LATEST YEAR

SPECIAL ACCOUNTING RECORDS

1989 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Files contain Audit Reports (internal or external, financial or program).

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Finance

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☐ NONE ☐ STATE ☐ FEDERAL ☒ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☒ NO

18. RECOMMENDED RETENTION.

Retain one (1) copy permanently for eventual transfer to the State Archives.

19. NAME AND TITLE OF PREPARER

Nikki Roros

20. TELEPHONE NUMBER

887-5557

21. DATE

4-22-93

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 7 OF 9

1. DEPARTMENT/AGENCY

EXECUTIVE OFFICE

2. DIVISION

MINORITY AFFAIRS COMMISSION

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

FIXED ASSETS FILE

5 EARLIEST YEAR/LATEST YEAR

1992 Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

Fixed asset printouts (including vehicles)

IRA Forms (office copy)

Lost/stolen forms (office forms)

Surplus forms (office forms)

Transfer Forms (office forms)

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☐ NUMERICAL

☒ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

1
NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☒ YES ☐ NO (If Yes, Specify Agency or Office)

Central Services - Admin

15. ACCESS RESTRICTIONS ☐ YES ☒ NO

(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES ☒ NO

18. RECOMMENDED RETENTION

Retain fixed asset Printout for one year, then destroy.

Retain all other completed forms for three years, then destroy.

9. NAME AND TITLE OF PREPARER

Nikki Roros

20. TELEPHONE NUMBER

887-5557

21. DATE

4-22-93

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 8 OF 9

1. DEPARTMENT/AGENCY

EXECUTIVE OFFICE

2. DIVISION

MINORITY AFFAIRS COMMISSION

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

PUBLICATIONS HISTORY FILES

5 EARLIEST YEAR/LATEST YEAR

1988 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

This file contains (1) one copy of each publication produced by the agency.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☒ ALPHABETICAL

☐ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

10. VOLUME

☒ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

NUMBER ☐ OTHER(SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☐ YES ☒ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)

☐ YES

☒ NO

18. RECOMMENDED RETENTION

Retain permantly for eventual transfer to the Archives.

9. NAME AND TITLE OF PREPARER

Nikki Roros

20. TELEPHONE NUMBER

887-5557

21. DATE

4-22-93

Instructions TYPE OR PRINT A
SEPARATE FORM FOR EACH NEW OR
REVISED RECORDS SERIES. FORWARD
WITH RECORDS RETENTION SCHEDULE

DEPARTMENT OF GENERAL SERVICES
RECORDS MANAGEMENT DIVISION
7275 WATERLOO ROAD
P.O. BOX 275
JESSUP, MARYLAND 20794

AGENCY RECORDS INVENTORY

PAGE 9 OF 9

1. DEPARTMENT/AGENCY

EXECUTIVE OFFICE

2. DIVISION

MINORITY AFFAIRS COMMISSION

3. UNIT

DEFINITION - RECORD SERIES A group of related records normally filed and used as a unit for reference as well as retention and disposition purposes

4. RECORDS SERIES TITLE

Case Files

5 EARLIEST YEAR/LATEST YEAR

1988 / Present

6. RECORDS SERIES DESCRIPTION (Briefly describe the types of information/documents/forms found in the series.
Include the purpose or function of the series)

These files are arranged alphabetically by project/event name. They contain but are not limited to all related correspondence, notes, plans, etc. related to each Minority Community project, program, or event.

7. RECORDS SERIES FORMAT(S)

☒ LETTER SIZE ☐ MICROFILM

☐ LEGAL SIZE ☐ COMPUTER TAPE

☐ BOUND BOOK ☐ FLOPPY DISK

☐ AUDIO TAPE ☐ VIDEO TAPE

☐ OTHER (SPECIFY)

8. RECORDS SERIES SEQUENCE

☐ ALPHABETICAL

☒ NUMERICAL

☐ CHRONOLOGICAL

☐ GEOGRAPHICAL

☐ OTHER (SPECIFY)

9. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL(S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

10. VOLUME

☐ FILE DRAWER(S)

☐ MICROFILM REEL (S)

☐ COMPUTER TAPE(S)

☐ OTHER (SPECIFY)

11. FILE IS USED

☐ DAILY

☐ WEEKLY

☒ MONTHLY

12. FILE BECOMES INACTIVE AFTER

NUMBER

☐ MONTH(S)

☒ YEAR(S)

13. CURRENT LOCATION(S) (BLDG., FLOOR, ROOM)

14. IS RECORDS SERIES DUPLICATED ELSEWHERE?

☐ YES ☒ NO (If Yes, Specify Agency or Office)

15. ACCESS RESTRICTIONS ☒ YES ☐ NO
(If yes, cite law(s) & regulation(s))

16. AUDIT REQUIREMENTS

☒ NONE ☐ STATE ☐ FEDERAL ☐ INDEPENDENT

17. IS AN INDEX SYSTEM USED? (If yes, explain briefly and describe any hardware/software)
☐ YES ☒ NO

18. RECOMMENDED RETENTION Screen annually and destroy that material no longer needed for current business. Directives, policies and other material related to the planning and policy that illustrate the development of the agency, retain permanently for eventual transfer to the Archives.

19. NAME AND TITLE OF PREPARER

Nikki Roros

20. TELEPHONE NUMBER

887-5557

21. DATE

4-22-93